



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35006
FPO AP 96373-5006

IN REPLY REFER TO:

5090

F/EAB/28695

7 June 2012

MEMORANDUM

From: Environmental Management System Manager
To: MCB Camp Butler EMS Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MCB CAMP BUTLER CORE
TEAM MEETING MINUTES

Ref: (a) MCO P5090.2A W/CH 1-2

Encl: (1) Agenda
(2) Attendance Roster

1. Per the reference, the MCB Camp Butler EMS Core Team met on 7 June 2012. The agenda is contained in enclosure (1) and a list of attendees is contained in enclosure (2).

2. Meeting. The meeting began at 0910.

a. (b) (6) announced the Environmental staffing status. Nine vacancies from seventeen have been filled. Four positions (b) (6) in-house hiring and almost half of the environmental staff is acting for someone else was hired as our new MLC environmental trainer to replace (b) (6). We still have vacancies to fill. (b) (6) also talked about upcoming changes in team membership. Deputy Camp Commanders will be invited. The Core Team program will be expanded to senior level. The goal for the meeting will be to get environmental issues resolved, like the issue with the anti-idling policy that only applies to government vehicles but many POVs on base are still idling.

b. We are still seeing (b) (6) outdated policies posted. Please replace all outdated policies now. Make sure you remove all policies from employee boards and Continuity Binders and post (b) (6) MCIPAC Environmental Policy.

c. MCB Camp Butler Core Team Responsibilities. Responsibilities haven't change and they will not change even if we invite Deputy Camp Commanders.

- Determine a strategy for EMS maintenance.
- Implement the MCIPAC Environmental Policy Statement.

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING MINUTES

- Ensure all practice owners participate in the practice inventory and agree to reasonable expectations for implementing Environmental Standard Operating Procedures (ESOPs).
- Develop and propose objectives and targets consistent with the MCIPAC Environmental Policy Statement, the risk to mission assessment and installation resources.
- Establish Environmental Action Plans (EAP) for achieving objectives and targets.
- Review and suggest revisions to the installation EMS Manual and EMS procedures.
- Conduct EMS reviews and recommend to the Installation Commander actions to improve the EMS and MCB Camp Butler's environmental performance.
- Oversee the implementation of improvements as directed by the Commander, MCB Camp Butler.
- Perform annual assessment of objectives, targets and supporting risk assessments as appropriate.
- Perform annual assessment of EAPs for achieving objectives and targets and effectiveness of EAP implementation.
- Update EAPs, Environmental Management Programs (EMPs) and the EMS Manual as appropriate to continually improve the MCB Camp Butler EMS.
- Brief chain-of-command on the status of the Core Team activities.

d. Environmental Compliance Evaluation (ECE). FY12 Benchmark ECE at MCB Butler and MCAS Futenma tentative dates are September 10 to 21. We requested assistance from MCICOM contractor, ^{(b) (6)} to modify standard WEBCASS Practice, Aspects and Impacts (PAI) list to MCB B needs. We are still working on EMS risk ranking.

e. EMS Manual Update Summary of Changes. The manual will be implemented with III MEF/MCIPACO 5090.1 and has been staffed for comment.

- Removed all references to MCBJ and replaced them with MCIPAC or MCB Butler
- Added Taiyo Golf club to facilities and activities
- Changed language to match draft updates to MCO P5090.2A
- Updated PAI and Risk Prioritization procedures from PRISM to Web Compliance Assessment and Sustainment System (WEBCASS)
- Maintaining Camp/Station specific practices will be optional
- Added procedures for Camp/Station-Level Objectives and Targets
- Updated Funding and Manpower procedures from CompTRAK to Status Tool for the Environmental Program (STEP)
- Added contractors training responsibilities
- Mentioned DoD Strategic Sustainability Performance Plan (SSPP) as a path to achieve DoD's mission
- Updated EMS Audit and Problem Solving procedures from ACE to WEBCASS
- Restructured MCB Camp Butler EMS Core Team and The MCB Camp Butler Commander's Environmental Management Review Board (CEMRB)

f. MCIPACO 5090.1.

- EMS requirements for MCIPAC

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING MINUTES

- Establishes annual MCIPAC Commander's Environmental Management Review Board (CEMRB)
- Established biannual MCIPAC EMS Core Team
- Staffed to all MCIPAC installations
- Currently awaiting Chief of Staff signature
- MCBJO 5090.1B will be cancelled (Replaced by MCIPACO 5090.1 and IIIMEF/MCIPACO 5090.1)

g. Document Update.

(1) The following documents were completed this quarter:

- EMSP 9.6 ENV Safety Info CD Contents
- EMSP 16.1 ECE Desktop Procedure Version 3
- JEMMS LM SOP
- EMSP 9.8 Contractor-Vendor Training Packet ver 4
- EMP 7.7 Recycling Guidelines ver 3 (EN) & (JN)
- EMP 06.1 Hazardous Waste Management Plan ver 2 Ch 2
- EMP 4.10 Stormwater Pollution Prevention Plan - Fuji
- EMSP 9.1 Comprehensive Environmental Training & Education Plan
- ECPSOP ver 3
- EMSP 11.1.10 Emergency Response Supplies and Equipment
- EMP 40.1.1 BEM Checklist ver 2

(2) The following documents are currently being updated:

- JEMMS HW SOP
- EMSP 9.3.1 ECC Slides
- Amalgam SOP MCBJ Cut Dec 2011
- Form EMP 13.1.1 Field training (JN)
- EMS-1 EMS Manual
- III MEF -MCIPACO 5090.1 EMS
- MCIPACO Integrated Natural and Cultural Resources Management Plan
- MCIPACO Qualified Recycling Program

(3) The following documents were cancelled this quarter

- EMP 7.3 Special Trash Pick-Up
- FORM EMP 07.3.1 Special Trash Pick-Up Request (Replaced by MCBJO 11014.1 SOP for Facilities Maintenance (Ch 5.4.b) Special collection)

(4) The following emergency response plans are still in draft:

- MCBJO 5090.2A, Spill Prevention & Response Plan
- Site Specific Spill Plans
- SPCC Plans

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING
MINUTES

– Tsunami SOP

h. Upcoming events.

(1) Environmental Compliance Evaluation (ECE) September 2012.

(2) Next Core Team meeting will be in September 2012 before ECE to assist practice owners with ECE preparation.

i. The meeting adjourned at 9045. The Core Team meeting minutes will be distributed to Core Team members and other interested parties. Core Team members are reminded to brief their chain of command on all Core Team activities.

3. The Core Team point of contact is ^{(b) (6)}
^{(b) (6)}



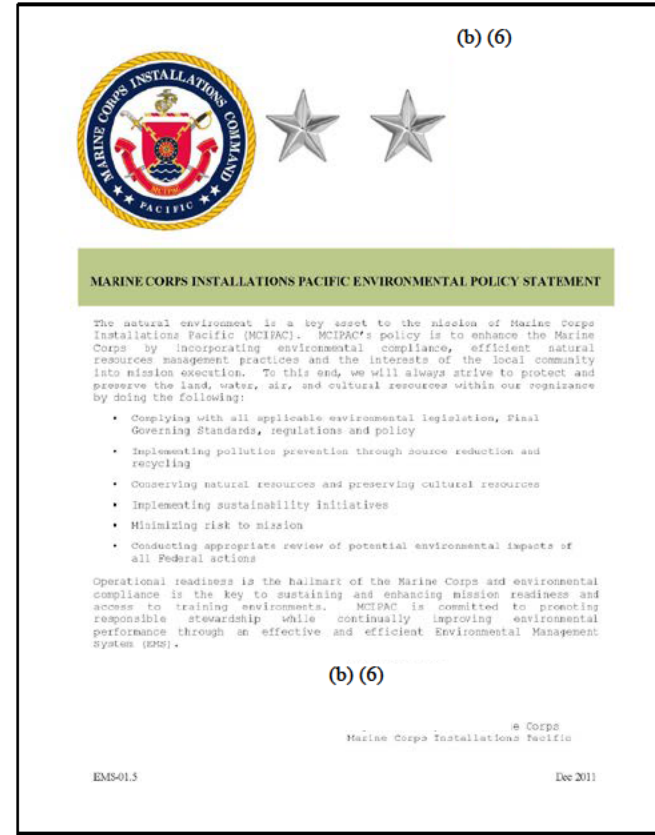
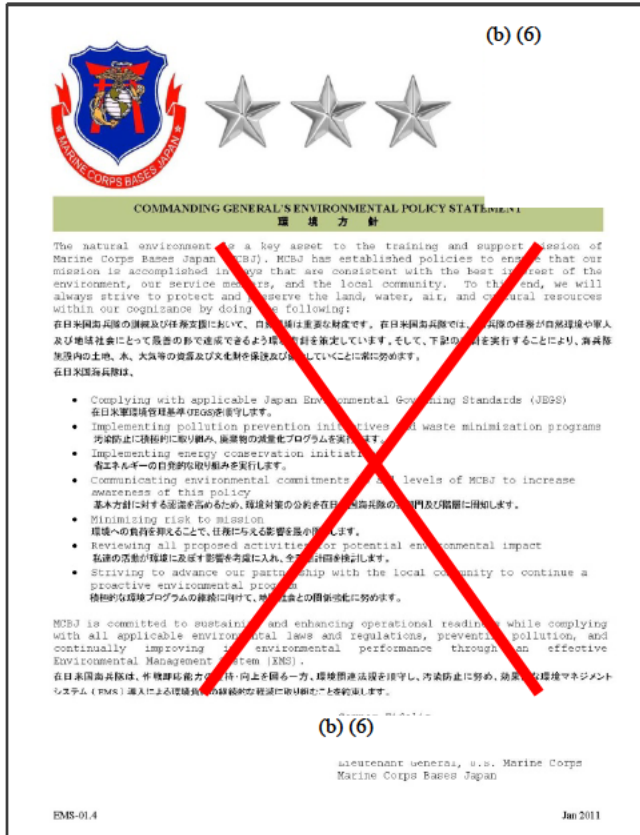
EMS CORE TEAM MEETING

7 June 2012

Environmental Staffing status

- 9 vacancies from 17 have been filled
 - One GS-13
 - One GS-12
 - One GS-11/12
 - Two GS-9/11
 - One GS-7/9
 - One GS-7
 - Two MLC

MCIPAC Policy



- Still seeing outdated policies posted
- Replace all outdated policies now!

MCB Camp Butler Core Team Responsibilities

- Determine a strategy for EMS maintenance.
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- Update EAPs, Environmental Management Programs (EMPs) and the EMS Manual as appropriate to continually improve the MCB Camp Butler EMS.
- Brief chain-of-command on the status of the Core Team activities.

Environmental Compliance Evaluation (ECE)

- FY12 Benchmark ECE – MCB Butler and MCAS Futenma
 - 10-21 September (tentative dates)
- PAI Transition to WEBCASS
 - Request for [REDACTED]. assistance to modify standard WEBCASS PAI list to MCB Butler specific needs
 - EMS risk ranking

EMS MANUAL UPDATE

Summary of changes

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 - MCIPACO, Spill Prevention & Response Plan
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP

Conclusion

- Upcoming events
 - Environmental Compliance Evaluation (ECE)
 - Sept 2012
 - Next Core Team meeting – September 2012
- Will send minutes to all
- Please brief your chain of command

(b) (6)

1

ATTENDANCE ROSTER
CORE TEAM MEETING
7 June 2012

(b) (6)

NAME

SIGNATURE

DATE

PHONE

EMAIL

ATTENDANCE ROSTER
CORE TEAM MEETING
7 June 2012

(b) (6)				
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